



ROCK
C H U R C H

JOB DESCRIPTION

Position: **Equip Department Executive Assistant**
Reports to: **Equip Pastor**
Position Status: **Full-Time, Exempt**

Department : **SES-Save, Equip, Send**
Effective: **April 2011**
Replaces: **Equip Admin Position**
Position Number: **RC-17-11**
Posting Date: **April 19, 2011**
1st Closing Date: **April 25, 2011**

Position Summary:

The Equip Department Executive Assistant exists to oversee the administrative function of the Pastoral offices, coordinate SES Administrative Team, and act as a liaison between the Equip Department and other Rock Departments in order to serve the Rock staff, pastors, church members and visitors. The Equip Department Executive Assistant reports directly to the Equip Pastor.

Job Responsibilities and Duties:

1. Liaison to the staff, congregants, visitors, associates, outside organizations, and media (meeting requests, interviews, questions, approvals, etc.).
2. Provides wide-ranging support to the Equip Department, serving as a representation of the Equipping Pastor and Rock leadership.
3. Collaborates with the Equip pastors' calendars and updates as appropriate.
4. Schedules appointments including meetings, events, speaking engagements, and conferences.
5. Coordinates travel (flights, hotels, rental car, etc).
6. Prepares pertinent information (i.e. directions, confirmation number, backup documents, background info) for appointments and travel.
7. Executes projects and on-demand tasks.
8. Oversees ongoing and day-to-day duties of the SES Administrative Assistants and office responsibilities and delegates appropriately to volunteers when able.
9. Actively engages with other executive assistants to complete projects and prepare for executive team meetings.
10. Participates in regular meetings with Equip Department Heads to receive project status reports and assign new tasks, and reports back on progress.
11. Provides recommendations and proposed solutions to administrative issues.
12. Interfaces with appropriate departments on relevant tasks or projects.
13. Assists with the planning and execution of SES Projects in collaboration with the SES Projects Manager as needed.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Equip Pastor or pastoral staff.

Job Skills and Requirements:

1. An associate's degree or its equivalent with at least three years of experience assisting an executive or in a related area.
2. Spiritually mature and wholeheartedly pursues a deeper relationship with Christ.
3. Christ-centered work ethic in all areas of administration.

4. Commitment to excellence in all aspects of ministry.
5. Responsible for confidential and time-sensitive material.
6. Advanced computer skills: Microsoft Office applications (Word, Outlook, Excel, PowerPoint, Publisher) and department specific programs and databases.
7. Must possess excellent time management and organizational skills and the ability to execute multiple projects simultaneously.
8. Must have the ability to resolve conflict and use discernment to identify and maintain confidentiality as appropriate.
9. Self-motivated and creative.
10. Outstanding English composition and editorial skills.
11. Possesses strong leadership skills and the ability to delegate tasks appropriately.
12. Must be able to work efficiently in team situations as well as independently.
13. Ability to communicate and establish working relationships with all levels of people.
14. Flexible in nature to handle other duties and special projects as needed.
15. Ability to analyze and resolve specific problems.

Expectations of Staff:

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Proactive participation in the Governance system.
4. Successful completion of a background check.
5. Pleasant and professional personality and appearance.
6. Regular attendee of a Rock Weekend service.
7. Regular involvement in Rock Church activities, ministries and events.
8. Attendance at all mandatory meetings (and events, as needed).
9. A tithe of 10% to the Rock.
10. Signed acknowledgement of the Rock Church Statement of Faith.
11. Adheres to policies and procedures as stated in the Rock Church employee handbook.
12. Registered and active in the Rock A.R.M.Y.

Physical Requirements

Ability to function independently and ability to speak. Physically able to lift up to 25 lbs (with or without assistance). This position also may require long periods of standing up and walking.

Employment At-Will:

All employees of the Rock Church are at-will, and as such, are free to resign any time without reason. The Rock Church likewise, retains the right to terminate and employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of the Rock Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.